

# FARMINGTON POLICE DEPARTMENT

## POLICY AND PROCEDURE



**Policy Number:**

244-02

**Effective Date:**

~~4/18/2013~~ 08/17/2016

**Subject:**

School Resource Officer

**Approved by:**

A handwritten signature in black ink, appearing to read "S.D. Hebbe".

**Steven D. Hebbe, Chief of Police**



### PURPOSE:

To establish guidelines for the School Resource Officer's (S.R.O.) involvement in a school liaison program.

### POLICY:

It is the policy of the Farmington Police Department to have a School Resource Officer Program consisting of a number of officers assigned to various public schools within the City of Farmington.

### PROCEDURE:

1. To promote in young people a positive image of the law and the importance of individual citizen responsibility;
2. To increase children's understanding and respect for law enforcement, through interaction with students in informal situations and activities;
3. To promote and reinforce responsible conduct and become an effective deterrent to anti-social behavior;
4. To interact with students, faculty, community, parents, and civil leaders to promote positive school and community relations;
5. To promote an awareness of safety and the importance of good safety practices through various educational programs; and
6. To serve as a primary resource to children who are victims or suspects in unlawful or otherwise harmful activities, in order that they may be deterred and protected from further harm.

### **Staff Structure:**

The S.R.O. Program is supervised by a designated Detective Sergeant, the S.R.O. Corporal, or as designated by the Detective Lieutenant.

## **Qualifications:**

1. Successfully completed their probationary phase of employment;
2. Desire to work with youth;
3. Should be self-motivated and be able to work in an unsupervised environment;
4. Final approval by the Chief of Police or designee.

## **Duties and Responsibilities:**

1. The S.R.O. is the first and foremost a law enforcement officer. This fact must be conveyed to students and constantly reinforced;
2. The S.R.O. may be asked to provide community wide Crime Prevention presentations that may include ~~by~~but not ~~be~~ limited to:
  - a. Drugs and the law- Adults & Juveniles;
  - b. Alcohol and the law- Adults & Juveniles;
  - c. Sexual Assault Prevention;
  - d. Safety Programs- Adults & Juveniles; and
  - e. Assist in other Crime Prevention Section duties; i.e., displays, workshops, etc. as assigned.
3. The S.R.O. acts as a liaison and resource between the law enforcement community, other governmental agencies, and the school;
4. At the discretion of the principal, participate in conferences, especially when potential delinquency is a factor. The S.R.O. does not assume the role and function of the school case worker and counselor, however, the S.R.O. may have input into intervention and preventive strategies and community resources available. These conferences may involve, but not be limited to:
  - a. Staffing;
  - b. Case or Parent conferences;
  - c. Disciplinary action, etc.
5. The S.R.O. informs the principal of current apprehensions of students enrolled in their school and, if called upon, to verify student referrals when applicable;

6. The S.R.O. works cases originating on campus and provides information regarding offenders to other agencies concerned;
7. Perform preventive patrol for ~~students enroute~~student's en-route to and from school. (Attention will be directed to observations pertinent to the safety and well being of children and any other specific related problems. In order to facilitate this activity, the S.R.O. will normally report to their school complex for duty.);
8. Take appropriate action for any on-sight situations requiring attention such as:
  - a. Fights;
  - b. Disorderly conduct;
  - c. Vandalism;
  - d. Status offenses;
  - e. Narcotic offenses.
9. Interact with Patrol in order to share information and work together on matters of mutual concern;
10. Obtain routine school information for investigative purposes within established school guidelines;
11. Conduct or arrange for school interviews that are of an investigative nature in the presence of the principal or their designated representative if they desire. If the offense is such that it results in the removal of a child from school, the parent or guardian shall be notified;
12. Make contact with their respective school administrators at the beginning of each school year for the purpose of communicating current program policies and available services;
13. Attend school staff and faculty meetings when practical;
14. Schedule additional speaking engagements, at the discretion of the S.R.O., in response to an invitation by individual classroom teachers;
15. Schedule guest speakers, with the approval of the school administrator, who have professional expertise in the areas of safety, physical, mental and well being of children;
16. Maintain availability to all students in the school complex;
17. Interact with students to promote and reinforce the development of basic life skills, and personal control and responsibility for one's actions, such as:
  - a. Resolving conflict without resorting to violence;
  - b. Effective problem solving and good judgment;
  - c. Awareness of peer pressure and its effect;

d. Interpersonal communication skills and relations.

18. Attend various events after school as necessary in order to prevent problems;
19. Maintain daily contact with the S.R.O. office in order to facilitate administrative needs;
20. Attend weekly meetings of all assigned S.R.O.'s that may be established by the supervisor for information exchange and resolution of special problems;
21. Provide the school administration and supervisor a schedule of trainings, vacations, and times ~~thet~~<sup>that</sup> S.R.O will be unavailable. The S.R.O will also provide a contact of who will be covering in their absence;
22. Perform related work as required; and
23. Administer an In-House Probation deferral program for first and second time juvenile offenders.

### **Uniform and Appearance:**

The S.R.O.'s wear their uniform in all classroom presentations and while visiting the campuses. Visibility is utilized through the uniform so a student will learn to recognize an officer.

### **Duties and Responsibilities of the S.R.O. Corporal/Supervisor:**

1. Be available or designate someone to be available for daily contact with each S.R.O. This shall be done to facilitate administrative needs;
2. Coordinate vacation leave of all members assigned to the unit;
3. Perform evaluations of the S.R.O.'s according to Departmental Rules and Regulations;
4. Conduct meetings as needed for information exchange and dealing with special problems;
5. Be responsible for assignment and completion of case investigations;
6. Visit each school complex at least twice a year;
7. Periodically sit in on individual S.R.O. presentations at the supervisor's convenience;
8. Maintain availability to all school administrators for matters of mutual interest;
9. Coordinate activity among the Police Department, school officials, and related agencies;
10. Attend other school activities as is reasonably necessary for monitoring the overall program; and
11. Direct and/or coordinate activities related to special complex problems or assignments.

